



Certificate of Use Permits

Steps of the Process:

1. **Research the property and building prior to signing a lease or purchasing the property:**
 - a. Contact the Department of Planning and Zoning to confirm that the proposed use is permitted in that location by the City Code;
 - b. Schedule a preliminary inspection with the building inspector to determine if the building meets current code and what necessary work will be needed to open your business.
2. **Submit the application for Use Permit with the required fee:**
 - a. If a building permit is necessary, submit Use Permit application at the same time as the building permit application;
 - b. Otherwise, submit prior to opening your business.
3. **Schedule inspection for Use & Occupancy:**
 - a. The structure must have passed all final inspections (i.e. building, electrical, plumbing, mechanical, fire, etc.);
 - b. The premises should be set up for business, but prior to the official opening;
 - c. Call at least a week ahead of time so that your inspection can be scheduled with all applicable inspectors who will need to be there.
4. **Be present at the inspection:**
 - a. The inspectors will notify you at this time if additional work is needed before you open your business;
 - b. See Step 1 above.
5. **Certificate of Use Permit will be issued after all applicable inspectors have signed off:**
 - a. You will receive your certificate in the mail after your successful inspection;
 - b. The certificate should be displayed in a prominent location in your business.

City of Annapolis
CERTIFICATE OF USE PERMIT
APPLICATION (Please PRINT)

Planning and Zoning Department
159 Duke of Gloucester Street
Annapolis, Maryland 21401
410 - 263-7961

Address: _____ Floor _____ Suite _____

Business Name _____

Business Owner _____

Business Owner's Phones Business _____ Home _____

Type of Business _____ Total Sq Ft _____ # of Employees _____

Specific Use of Premises _____

Mailing Address (if different) _____

PLEASE CHECK IF APPLICABLE: Building Permit? _____

New business at this site _____ This means that this is a new business and new location.

New owner of existing business _____ Same business location and same name with new owner.

New location for an existing business _____ Your business has been in existence but this is a new location.

Address of your business prior to this _____

Alteration or renovation to existing business _____

Other _____

Owner of property _____

Owner address _____

ANTICIPATED OCCUPANCY DATE (INSPECTION) _____

PREVIOUS USE IN BUILDING

Name of business _____

Type of business _____

Total sq ft of business _____ Date previous use ceased _____

PARKING

Total number of off-street parking spaces _____

Number of parking spaces assigned to business _____

Number of spaces leased elsewhere _____ Where? _____

IF YOU HAVE DISCHARGE OTHER THAN DOMESTIC SEWAGE YOU MUST CONTACT PUBLIC WORKS PRE-TREATMENT TO COMPLETE WASTEWATER SURVEY PRIOR TO ISSUANCE OF THIS PERMIT.

Trash / Refuse Removal: New _____ Existing _____ Public _____

Private (who?) _____

PLEASE CHECK WITH PUBLIC WORKS FOR BUILDING CODE REGULATIONS AT (410) 263-7946.

I hereby certify that I am the business owner/tenant or authorized agent qualified to complete this application and the facts and declarations of intent set forth above are true and are intended to be relied upon by the established officials of the City of Annapolis.

Name, Please Print		Date		Signature	
COST: Please Submit With Application		Use	Fire Marshall Fee	TOTAL	
0 to10,000 square feet		\$50.00	\$25.00	\$75.00	
over 10,000 square feet		\$100.00	\$50.00	\$150.00	
over 50,000 square feet		\$200.00	\$100.00	\$300.00	
FOR OFFICE USE ONLY					
Permitted Use		For Food Service = Number of Seats _____			
Use Subject to Standards		Special Exception _____			
		Resolution No. _____			
Planning & Zoning		Date		Health	
				Date	
Building		Date		Plumbing	
				Date	
Electrical		Date		Public Works-PreTreatment	
				Date	
Zone					
Approved for Zone		Fire Marshall		Date	
Permit No. _____		Ward _____			
Special Conditions _____					

The following check list is not inclusive but is intended to aid the Business Owner in preparing for the inspection. Once you have verified that this list is complete, call Chris Hall at (410)-263-7961 to schedule your Use and Occupancy Inspection.

Basic Check List for Use and Occupancy Inspections:

- _____ Install handrails on stairs.
- _____ All egress doors must operate correctly.
- _____ Electrical Service adequate for the business.
- _____ Existing wiring suitable for intended use.
- _____ Assure that the existing system has No: overloaded circuits, damaged insulation on conductors, exposed live conductors.
- _____ Assure that the existing system's over-current protection is in good working order and junction boxes are covered.
- _____ Emergency lights and exit lights required. Must be in good working condition, if applicable, emergency batteries.
- _____ Fire extinguisher(s) must have current inspection certification. Minimum of 1 - 10 lb. fire extinguisher for every 3000 sq. ft.
- _____ Maintain a minimum 36" to 44 " exit access. Distance will depend on size of exit doorway.
- _____ Maintain a minimum 18" clearance from top of storage to bottom of sprinkler head.
- _____ Maintain a 3 ft. area around electrical equipment.
- _____ Good housekeeping area around mechanical equipment.
- _____ Place flammable liquids and chemicals in proper storage containers and/or cabinets.
- _____ Provide adequate handicapped toilet facilities.
- _____ Provide hot and cold potable water to all hand sinks.
- _____ Provide all necessary back-flow protection devices for all equipment connected to the potable water supply.
- _____ Provide a properly vented exhaust fan for all toilet rooms.
- _____ Install or bring up to grade a 4" cast iron sanitary clean-out at the property line.
- _____ Any unused storage tanks must be removed, unless otherwise approved. All tank work must be completed under a Petroleum Storage Tank Permit.

* **A change of use requires the building or space to meet all of the existing codes.**

Note: Additional inspection criteria apply to *Places of assembly, commercial repair garages/storage of vehicles, health care facilities/doctor's offices, and restaurants.* Check lists are available.

Questions? Please contact:

Zoning Enforcement	Chris Hall	410-263-7961	7:30 a.m. to 3:00 p.m.
Life Safety/Mechanical	Mark Donaldson	410-263-7946	7:30 a.m. to 3:30 p.m.
Building	Tom Swontek	410-263-7946	7:00 a.m. to 9:15 a.m.
Electrical	Clint Pratt	410-263-7946	7:00 a.m. to 9:15 a.m.
Plumbing	John Quigley	410-263-7946	7:30 a.m. to 9:15 a.m.
Pretreatment Program/Petroleum Tanks	Cindy Tait	410-163-7946	7:30 a.m. to 3:30 p.m.
Fire Department	John Menassa	410-263-7975	8:00 a.m to 4:15 p.m.
Health Department	Larry Luck	410-222-7238	8:00 a.m. to 3:00 p.m.

IT IS ILLEGAL TO CONDUCT BUSINESS IN THE CITY OF ANNAPOLIS WITHOUT A VALID USE AND OCCUPANCY PERMIT.

**** A FINAL BUILDING INSPECTION DOES NOT ALLOW OCCUPANCY! ****